

United States District Court, Southern District of Florida
Notice of Vacancy

Position Title: Law Clerk to U. S. Magistrate Judge Chris McAiley
Number of Vacancies: One full-time position
This is a term appointment with length of employment expected to last one year with the possibility of extension
Ann. No: 2017-JDS-08
Location: Miami, Florida
Salary Range: Commensurate with Legal Work Experience – Additional Information provided below
Open Date: April 4, 2017
Closing Date: Open Until Filled
Start Date: July 24, 2017

There is a lifetime limitation of four (4) cumulative years of term clerkship service with the United States Courts.

Position Overview

Provides information, guidance and advice to the U.S. Magistrate Judge in connection with pending civil and criminal cases. Drafts appropriate recommendations and orders for the Judge's signature. Reviews all complaints, petitions, motions, and pleadings that have been filed to identify the issues involved and basis for relief. Performs legal research as required. Maintains liaison between the Court and litigants and corresponds with other court officials. Evaluates procedures. Reviews docket of pending litigation to assure proper progress. Keeps Judge advised of cases where action is appropriate. Identifies problem areas, makes recommendations, and offers solutions, as required. Keeps abreast of changes in the law to aid the Judge in determining the governing law. Advises appropriate personnel of status of cases. Works closely with Courtroom Deputy regarding scheduling of hearings. Attends hearings in assigned cases. Assists with administrative matters, as there is no judicial assistant assigned to chambers. Performs other duties as assigned.

Qualifications/Requirements

Applicants must be a law school graduate from a law school of recognized standing, and have the following attributes:

- Standing within the upper 20% the graduating class of a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- A minimum of two years' work experience after law school graduation as a law clerk with a state appellate court, or a federal district or appellate court, and/or litigation experience.
- Outstanding legal research and writing skills.
- Outstanding computer skills to include Westlaw/Lexis-Nexis research, Internet research, and word processing skills.

Salary

The pay rate offered is subject to Judicial Officer approval.

Eligible for Appointment at JSP Grade Level:	Years of Legal Work Experience Required after Law School Graduation:	Bar Membership Required
JSP Grade 13, Step 1 (\$91,089)	2 Full-Time Years	Yes

Legal Work Experience

Progressively responsible experience in the practice of law, legal administration, employment as a law clerk or equivalent experience after graduation from law school.

Personal Characteristics

The successful candidate is mature, responsible, poised, and tactful, hard-working, efficient, exercises good judgment, treats the public with respect, demonstrates initiative, and maintains a professional appearance and demeanor at all times. Candidate is also able to work harmoniously with others and communicates effectively, both orally and in writing.

Background Check

This is a sensitive position within the Judiciary. The selected candidate will be subject to a criminal history background check and a fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

Benefits

The following benefits are available to Term Law Clerks appointed for at least one year and one day:

- Ten paid national holidays per calendar year.
- Participation in a pre-tax Federal Employees Health Insurance Program.
- Participation in group insurance programs in the areas of: Dental/Vision, Life, Long Term Care
- Participation in a pre-tax Flexible Spending Account.

How To Apply

A complete application consists of the following:

1. Cover Letter
2. Detailed Resume that includes exact dates of employment
3. Copy of Law School Transcript
4. Copy of Bar membership
5. Post-Law School Legal Writing Sample
6. Provide the Names of three (3) References along with their contact information.

Please submit applications to this email address: McAlileyApplications@flsd.uscourts.gov

Please do **not** submit a hard copy of the application by delivery or mail.

Employment with the United States Courts

Employees of the United States District Court serve under "Excepted Appointment" and are considered "At-Will" employees. The Federal Courthouse and Chambers are designated as non-smoking areas. EFT (Electronic Funds Transfer) is mandatory, therefore payment for net pay (paycheck) is issued via direct deposit.

The United States District Court is an Equal Opportunity Employer.